

Advancement Handbook for Dental Technician

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PREFACE

The purpose of the Advancement Handbook is to help you focus your preparation for Navywide advancement-in-rating examinations. The bibliographies (BIBs) together with this handbook form a comprehensive examination study package. Since this handbook provides skill and knowledge components for each paygrade of the Dental Technician rating, it helps you concentrate your study on those areas that may be tested. This feature will help you get the most out of your study time.

Each page in Parts 1 through 4 of this Advancement Handbook presents general skill areas, specific skill areas, the knowledge factors associated with each skill area, the pertinent references that address each skill, and the subject areas that may be covered on the examination. The skill statements describe the skills you are expected to perform for each paygrade. The skill statements are cumulative; that is, you are responsible for the skills for the paygrade you are competing for, your present paygrade, and all paygrades below.

Although this handbook is very comprehensive, it cannot cover all the tasks performed in the rating. As a result, the advancement examinations may contain questions more detailed than described in the “*Exam Expectations*” section of the skill areas.

Remember that advancement competition is keen, so your keys to advancement include not only comprehensive advancement examination study but also sustained superior performance.

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Part 1

Advancement Handbook for DT3

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| General DT <i>Skill Area</i> | CONTINGENCY ROLE |
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| <i>A skill</i> you are expected to perform from the General Skill Area above: | Provide health care provider level basic life support for an adult, child, and infant |
| <i>Knowledge</i> you should have to perform this skill: | <p>Recognize and treat failures of the respiratory system and heart:</p> <ul style="list-style-type: none"> • Airway Obstruction • Airway/Opening Airway • Breathing/Artificial Ventilation • Circulation/Cardiopulmonary Resuscitation (CPR) • One-Rescuer CPR Technique • Two-Rescuer CPR Technique |
| <i>References</i> you should study to gain the knowledge you need to perform this skill: | <ul style="list-style-type: none"> • Hospital Corpsman 3&2, Chapter 4 (NAVEDTRA 10669-C) • Dental Technician Volume 2, Chapter 9 (NAVEDTRA 12573) |
| <i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly: | You can expect questions on the method for treating a partial and complete airway obstruction, including the various techniques for opening the airway and administering abdominal and chest thrusts. Know the purposes, methods, and procedures for patient assessment, artificial ventilation, and cardiopulmonary resuscitation. |

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| General DT <i>Skill Area</i> | CONTINGENCY ROLE |
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| A <i>skill</i> you are expected to perform from the General Skill Area above: | Performing triage, controlling hemorrhage, treating for shock, assessing and treating orthopedic injuries, and dressing wounds in a casualty situation |
| <i>Knowledge</i> you should have to perform this skill: | <p>Recognize and treat the following casualty care conditions:</p> <ul style="list-style-type: none"> • Injury and site assessment • Triage • Hemorrhaging • Shock • Orthopedic injuries • Dressing wounds |
| <i>References</i> you should study to gain the knowledge you need to perform this skill: | <ul style="list-style-type: none"> • Hospital Corpsman 3&2, Chapter 4 (NAVEDTRA 10669-C) • Dental Technician Volume 1, Chapter 13 (NAVEDTRA 12572) |
| <i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly: | <p>You can expect exam questions on the general mass casualty guidelines, triage, and site assessment to determine materials, adaptations, and casualty transportation requirements. You should know the procedures to assist in forensic dental identification. Know the treatments for wounds and burns. Know the treatments for heat and cold weather exposure injuries. Know the treatments, procedures, and materials for hemorrhage, shock conditions, orthopedic injuries, and dressing wounds.</p> |

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| General DT <i>Skill Area</i> | CONTINGENCY ROLE |
| A <i>skill</i> you are expected to perform from the General Skill Area above: | Perform preliminary assessment, treatment, and decontaminate chemical, biological, radiological (CBR) contaminated patients |
| <i>Knowledge</i> you should have to perform this skill: | <p>Identify, recognize, treat, and decontaminate for the following CBR warfare conditions:</p> <ul style="list-style-type: none"> • Nerve agents • Blister agents • Incapacitating agents • Blood agents • Riot control agents • Biological agents |
| <i>References</i> you should study to gain the knowledge you need to perform this skill: | <ul style="list-style-type: none"> • Hospital Corpsman 3&2, Chapter 12 (NAVEDTRA 10669-C) • Dental Technician Volume 1, Chapter 13 (NAVEDTRA 12572) |
| <i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly: | The questions you can expect about CBR warfare include self-protective measures and detection methods. You should know the procedures for identifying the symptoms, signs, treatments, and decontamination methods for nerve, blister, incapacitating, blood, riot control, and biological agents. |

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| General DT <i>Skill Area</i> | INFECTION CONTROL |
| A <i>skill</i> you are expected to perform from the General Skill Area above: | Prepare chemical disinfectants and properly disinfect dental instruments, equipment, and dental treatment rooms |
| <i>Knowledge</i> you should have to perform this skill: | <p>Identify disinfection levels and procedures using infection control safety precautions and guidelines for the following:</p> <ul style="list-style-type: none"> • Preparing and replenishing disinfectants • Disinfecting dental instruments • Disinfecting dental equipment • Disinfecting dental treatment rooms |
| <i>References</i> you should study to gain the knowledge you need to perform this skill: | <ul style="list-style-type: none"> • Dental Infection Control Program (BUMEDINST 6600.10A) • Nosocomial Infection Control Program (BUMEDINST 6220.9A) |
| <i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly: | <p>You can expect questions on the dental item classifications and the proper safety precaution procedures for preparing disinfectants and using the proper disinfection solutions and techniques for disinfecting dental instruments, dental equipment, and the dental treatment rooms. Know when disinfectants need to be replenished and the proper disinfectant selection, strength, and application time frames for each dental item classification of dental instruments and equipment.</p> |

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| General DT <i>Skill Area</i> | INFECTION CONTROL |
| A <i>skill</i> you are expected to perform from the General Skill Area above: | Collection and preparation of dental instruments to sterilize using the sterilization process |
| <i>Knowledge</i> you should have to perform this skill: | <p>Identify the sterilization process on dental instruments by following infection and sterilization safety precautions and guidelines in the following areas:</p> <ul style="list-style-type: none"> • Transfer of contaminated instruments • Preparing the ultrasonic solutions • Washing instruments • Preserving instruments from rust • Packing and wrapping • Sterilization • Sterilization monitoring |
| <i>References</i> you should study to gain the knowledge you need to perform this skill: | <ul style="list-style-type: none"> • Dental Infection Control Program (BUMEDINST 6600.10A) |
| <i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly: | <p>You can expect questions on the sterilization and infection control safety precautions when transferring items for sterilization. Know how to prepare ultrasonic solutions and the sequence in preparing dental instruments for the sterilization process, which include ultrasonic cleaning, washing, packing, and wrapping. You should know the sterilization process, selection, operation sequence, and monitoring requirements for each type of sterilizer and all the functions in the CSR.</p> |

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| General DT <i>Skill Area</i> | INFECTION CONTROL |
| A <i>skill</i> you are expected to perform from the General Skill Area above: | Identify, collect, store, and dispose of infectious waste and linen |
| <i>Knowledge</i> you should have to perform this skill: | <p>Identify guidelines and procedures for the management of infectious waste and linen in the following areas:</p> <ul style="list-style-type: none"> • Identification of infectious waste • Segregation of infectious waste • Storing of infectious waste • Disposing of infectious waste • Linen issue and replacement • Contaminated linen |
| <i>References</i> you should study to gain the knowledge you need to perform this skill: | <ul style="list-style-type: none"> • Management of Infectious Waste (BUMEDINST 6280.1A) • Dental Infection Control Program (BUMEDINST 6600.10A) |
| <i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly: | <p>You can expect questions to include the identification of infectious from noninfectious waste items used in the dental treatment facility. Know the procedures to separate infectious waste from noninfectious waste. Know the requirements for storing and disposing of various types of infectious waste. You should have knowledge of the procedures for issuing and replacing linen. Know the process of handling, processing, and storing contaminated linen.</p> |

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| General DT <i>Skill Area</i> | CLINICAL DENTISTRY |
| A <i>skill</i> you are expected to perform from the General Skill Area above: | Prepare the dental treatment room, set up dental instruments, and prepare patients for oral diagnosis procedures |
| <i>Knowledge</i> you should have to perform this skill: | <p>Identify procedures to prepare for oral diagnosis to include the following:</p> <ul style="list-style-type: none"> • Dental Treatment Room • Instruments/Equipment • Patient Preparation • Assistant Preparation |
| <i>References</i> you should study to gain the knowledge you need to perform this skill: | <ul style="list-style-type: none"> • Dental Technician Volume 2, Chapter 2 and 9 (NAVEDTRA 12573) • Dental Health Questionnaire, NAVMED 6600/3 (BUMEDINST 6600.12) |
| <i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly: | <p>You can expect questions on the procedures for preparing the dental treatment room and on the identification and preparation of the examination instruments and equipment used in oral diagnosis procedures. You should know the procedures for updating the dental health questionnaire, taking and recording vital signs, and the correct positioning of the dental chair. In the area of assistant preparation, you can expect questions concerning the protection procedures required by the dental assistant to protect he/she and the patient from infectious diseases.</p> |

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| General DT <i>Skill Area</i> | CLINICAL DENTISTRY |
| A <i>skill</i> you are expected to perform from the General Skill Area above: | Provide assistance in oral diagnosis procedures |
| <i>Knowledge</i> you should have to perform this skill: | <p>Identify the oral diagnosis procedures used in assisting the dentist in the following areas:</p> <ul style="list-style-type: none"> • Oral Examinations • Materials • Recording • Patient Counseling |
| <i>References</i> you should study to gain the knowledge you need to perform this skill: | <ul style="list-style-type: none"> • Dental Technician Volume 2, Chapter 2 (NAVEDTRA 12573) • Manual of the Medical Department, Chapters 6 and 23 (NAVMED P-117) |
| <i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly: | <p>You can expect questions on the procedures for assisting and recording dental conditions using the S.O.A.P. format and treatment for each type of oral examination. You should know the procedures for preparing materials for the treatment of all oral conditions. Know the procedures for charting, using the correct abbreviations, for all oral diagnosis procedures when recording on associated dental treatment forms. Know the methods for completing the SF88, consultation sheets, and limited duty/no duty chits. Expect questions on the procedures for patient counseling, treatment rendered, and self-care.</p> |

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| General DT <i>Skill Area</i> | CLINICAL DENTISTRY |
| A <i>skill</i> you are expected to perform from the General Skill Area above: | Assess and treat oral conditions |
| <i>Knowledge</i> you should have to perform this skill: | <p>Recall the procedures to assess and treat oral disease and injuries in the following areas:</p> <ul style="list-style-type: none"> • Observation • Signs and Symptoms • Emergency Treatment • Medication and drug side effects |
| <i>References</i> you should study to gain the knowledge you need to perform this skill: | <ul style="list-style-type: none"> • Dental Technician Volume 1, Chapter 3,4,5, 6 and 7 (NAVEDTRA 12572) • Hospital Corpsman 3&2, Chapter 4 (NAVEDTRA 10669-C) |
| <i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly: | <p>You can expect questions on dental anatomy and physiology to assist in the assessment and treatment of oral diseases. You should know the emergency treatments and guidelines for the signs and symptoms of the diseases of the tissues of the teeth and of the periodontal tissues. Expect questions on other oral conditions to include stomatitis, postextraction hemorrhage, postextraction alveolar osteitis, traumatically extracted teeth, and dislocations and fractures of the mandible. You should be familiar with the types of drugs used in dentistry and the procedures for procuring medications and assessing side effects.</p> |

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| General DT <i>Skill Area</i> | CLINICAL DENTISTRY |
| A <i>skill</i> you are expected to perform from the General Skill Area above: | Prepare the dental treatment room, set up dental instruments, and prepare patients for operative procedures |
| <i>Knowledge</i> you should have to perform this skill: | Identify the following processes to prepare for operative procedures to include the following: <ul style="list-style-type: none"> • Dental Treatment Room • Instruments • Preliminary Procedures |
| <i>References</i> you should study to gain the knowledge you need to perform this skill: | <ul style="list-style-type: none"> • Dental Technician Volume 2, Chapter 4 (NAVEDTRA 12573) |
| <i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly: | You should expect questions on the procedures for preparing the dental treatment room, instrument trays, and equipment used in operative procedures. Expect questions on positioning the dental chair and assisting in the preliminary procedures to include administering of a local anesthetic and rubber dam placement. |

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| General DT <i>Skill Area</i> | CLINICAL DENTISTRY |
| A <i>skill</i> you are expected to perform from the General Skill Area above: | Assisting in operative procedures |
| <i>Knowledge</i> you should have to perform this skill: | <p>Identify the operative procedures used to assist the dentist in the following areas:</p> <ul style="list-style-type: none"> • Assisting Techniques • Cavity Preparation • Pulp Protection • Restorative • Treatment Room • Mercury Handling |
| <i>References</i> you should study to gain the knowledge you need to perform this skill: | <ul style="list-style-type: none"> • Dental Technician Volume 2, Chapter 4 (NAVEDTRA 12573) • Mercury Control Program for Dental Treatment Facilities (BUMEDINST 6260.30) |
| <i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly: | <p>You can expect questions on positions and instrument transfer methods used in four-handed dentistry. Expect questions on the procedures used in cavity preparation and pulp protection including, flushing the cavity preparations, assembling and placing matrix bands and preparing pulp protection materials. Know the procedures to prepare materials for metallic and nonmetallic restoration. Know the procedures for removing the rubber dam, patient instructions, mercury safety precautions, breaking down the treatment room, and disposal of mercury bearing waste.</p> |

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| General DT <i>Skill Area</i> | CLINICAL DENTISTRY |
| A <i>skill</i> you are expected to perform from the General Skill Area above: | Assist in endodontic procedures |
| <i>Knowledge</i> you should have to perform this skill: | <p>Identify the following endodontic procedures used in assisting the dentist in the following areas:</p> <ul style="list-style-type: none"> • Diagnostic • Instruments • Materials |
| <i>References</i> you should study to gain the knowledge you need to perform this skill: | <ul style="list-style-type: none"> • Dental Technician Volume 2, Chapter 7 (NAVEDTRA 12573) |
| <i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly: | <p>You can expect questions on identification, preparation and assistance for all endodontic procedures. Expect questions on the diagnostic procedures to include the electric pulp test and thermal tests. Know the instruments and materials to use when assisting during root canal procedures, instrumentation, filling the root canal(s), and placing the restoration. Other questions you can expect are on the identification, instrument preparation, and assisting during endodontic surgical procedures and tooth bleaching.</p> |

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| General DT <i>Skill Area</i> | CLINICAL DENTISTRY |
| A <i>skill</i> you are expected to perform from the General Skill Area above: | Assist in periodontal procedures |
| <i>Knowledge</i> you should have to perform this skill: | <p>Identify the following periodontal procedures used to assist the dentist in the following areas:</p> <ul style="list-style-type: none"> • Diagnostic • Instrument Preparation • Material Preparation • Sharping Instruments |
| <i>References</i> you should study to gain the knowledge you need to perform this skill: | <ul style="list-style-type: none"> • Dental Technician Volume 2, Chapter 6 (NAVEDTRA 12573) • Manual of the Medical Department, Chapter 6 (NAVMED P-117) |
| <i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly: | <p>You can expect questions on the periodontal diagnostic procedures and completing the associated treatment forms. Know the procedures, instruments, and materials to use when assisting during non-surgical and surgical periodontal procedures. You should be familiar with the process for preparing and removing periodontal dressings. Other questions you can expect are on the materials and the techniques to use when sharpening periodontal cutting instruments.</p> |

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| General DT <i>Skill Area</i> | CLINICAL DENTISTRY |
| A <i>skill</i> you are expected to perform from the General Skill Area above: | Prepare instruments, materials, and perform preventive dentistry procedures |
| <i>Knowledge</i> you should have to perform this skill: | <p>Identify the preventive dentistry procedures used in the following areas:</p> <ul style="list-style-type: none"> • Plaque Identification • Instruments/Material Preparation • Supragingival Scaling • Polishing/Flossing • Fluoride Application • Sealant Application • Patient Oral Health Care Instructions |
| <i>References</i> you should study to gain the knowledge you need to perform this skill: | <ul style="list-style-type: none"> • Dental Technician Volume 2, Chapter 3 (NAVEDTRA 12573) |
| <i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly: | <p>You can expect questions on plaque identification, material and instrument preparation to use when supragingival scaling teeth either electromagnetically or manually. Know the materials and procedures for polishing, flossing, mixing and applying fluoride and sealants on the teeth. Know the procedures for instructing the patient in oral health care, which includes plaque identification, toothbrush selection, brushing techniques, interdental cleaning aids, oral irrigation devices, mouthwashes, and diet.</p> |

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| General DT <i>Skill Area</i> | CLINICAL DENTISTRY |
| A <i>skill</i> you are expected to perform from the General Skill Area above: | Assist in oral surgery procedures |
| <i>Knowledge</i> you should have to perform this skill: | <p>Identify the oral surgery procedures used to assist the dentist in the following areas:</p> <ul style="list-style-type: none"> • Anesthesia and Surgical Consent Forms • Surgical Team • Instrument Preparation • Material Preparation • Aseptic Technique |
| <i>References</i> you should study to gain the knowledge you need to perform this skill: | <ul style="list-style-type: none"> • Dental Technician Volume 2, Chapter 5 (NAVEDTRA 12573) • Manual of the Medical Department, Chapter 6 (NAVMED P-117) |
| <i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly: | <p>You can expect questions on completing anesthesia and surgical consent and tissue examination forms. Know the duties and responsibilities of the surgical team members. Know and prepare surgical instruments and associated equipment for each surgical procedure. Other questions you should expect include preparing surgical materials and using the aseptic technique while assisting during pre-surgical procedures. This will include, preparing the operating room, patient scrubbing, patient draping, surgical team scrubbing, gloving, and draping. Know the process of maintaining the aseptic technique and the assisting duties throughout the surgical process, patient dismissal, and during postoperative treatment appointments.</p> |

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| General DT <i>Skill Area</i> | CLINICAL DENTISTRY |
| A <i>skill</i> you are expected to perform from the General Skill Area above: | Assist in prosthodontic procedures |
| <i>Knowledge</i> you should have to perform this skill: | <p>Identify prosthodontic procedures to assist the dentist in the following areas:</p> <ul style="list-style-type: none"> • Instrument Preparation • Material Preparation • Impressions • Dental Casts • Custom Trays • Mouth Guards |
| <i>References</i> you should study to gain the knowledge you need to perform this skill: | <ul style="list-style-type: none"> • Dental Technician Volume 2, Chapter 8 (NAVEDTRA 12573) • Manual of the Medical Department, Chapter 6 (NAVMED P-117) |
| <i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly: | <p>You can expect questions on the identification and procedures for using instruments and materials to assist the dentist in prosthodontic procedures, which include repairing and inserting crowns, fixed and removal partial dentures, complete dentures, and implant prostheses. Be prepared to answer questions on associated treatment and prosthodontic work request forms. Other questions you should expect are on the processes and materials used in preparing and cementing temporary crowns, taking and pouring impressions, trimming dental casts, fabricating custom trays, and fabricating bite guards.</p> |

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| General DT <i>Skill Area</i> | RADIOLOGY |
| A <i>skill</i> you are expected to perform from the General Skill Area above: | Expose intraoral and extraoral radiographs |
| <i>Knowledge</i> you should have to perform this skill: | <p>Identify procedures used in exposing intraoral and extraoral radiographs in the following areas:</p> <ul style="list-style-type: none"> • Radiation Safety • Patient/Assistant Protection and Preparation • Periapical, Interproximal, and Occlusal Examinations • Panoramic Radiographs |
| <i>References</i> you should study to gain the knowledge you need to perform this skill: | <ul style="list-style-type: none"> • Dental Technician Volume 2, Chapter 1 (NAVEDTRA 12573) |
| <i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly: | <p>You can expect questions on safety precautions for the patient and the assistant to include, equipment operational checks, the health questionnaire, lead apron usage, film selection, environmental film badges, and precautionary steps to avoid exposure to radiation. Identify the procedures for various X-ray machine settings, exposure techniques, patient positioning, landmarks, film preparation, film and tube head placement, and the exposure process for taking periapical, interproximal, occlusal, and panoramic radiographs.</p> |

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| General DT <i>Skill Area</i> | RADIOLOGY |
| A <i>skill</i> you are expected to perform from the General Skill Area above: | Duplicate dental radiographs, store film, and recover, replace, store, and dispose of processing solutions |
| <i>Knowledge</i> you should have to perform this skill: | <p>Identify radiology procedures used in the following areas:</p> <ul style="list-style-type: none"> • Radiograph Duplication • Film Storage • Processing Solutions |
| <i>References</i> you should study to gain the knowledge you need to perform this skill: | <ul style="list-style-type: none"> • Dental Technician Volume 2, Chapter 1 (NAVEDTRA 12573) • Precious Metals Recovery Program (PMRP) (BUMEDINST 4010.3) |
| <i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly: | <p>You can expect questions on the process of duplicating radiographs using a duplicating machine or computer. Know the storage and handling requirements for the various films and processing solutions. Other questions are on the recovery, replacement, and the disposal of processing solutions to include methods of replacement and time frames, recovery of sliver from the fixer, and the disposal methods for each type of processing solution used in both the automatic and manual processors.</p> |

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| General DT <i>Skill Area</i> | DENTAL EQUIPMENT |
| A <i>skill</i> you are expected to perform from the General Skill Area above: | Perform Level I maintenance on dental treatment room (DTR) equipment |
| <i>Knowledge</i> you should have to perform this skill: | <p>Identify procedures to perform Level I Maintenance on DTR equipment to include the following:</p> <ul style="list-style-type: none"> • Terminology • Safety Precautions • Operational Readiness Checks • Maintenance Work Orders |
| <i>References</i> you should study to gain the knowledge you need to perform this skill: | <ul style="list-style-type: none"> • Dental Technician Volume 1, Chapter 11 (NAVEDTRA 12572) • Bureau of Medicine and Surgery Equipment Management Manual, Chapter 10 (NAVMED P-5132) |
| <i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly: | <p>You can expect questions on the different types of maintenance requirements and maintenance levels. You should know the general safety precautions and procedures for completing operational readiness checks and Level I maintenance for the following DTR equipment, dental operating unit, operating light, handpieces, sonic scaler, oral aspirator, air compressors, dental chairs, stools, cabinets, and critical life saving or life supporting equipment. Other questions you can expect are on completing a maintenance work order on a NAVMED 6700/4 or a BIOFACS system generated form.</p> |

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| General DT <i>Skill Area</i> | DENTAL EQUIPMENT |
| A <i>skill</i> you are expected to perform from the General Skill Area above: | Perform Level I maintenance on central sterilization room (CSR) and dental radiographic equipment |
| <i>Knowledge</i> you should have to perform this skill: | <p>Identify procedures to perform Level I Maintenance on CSR and dental radiographic equipment to include the following:</p> <ul style="list-style-type: none"> • Safety Precautions • Infection Control • Operational Readiness Checks • Maintenance |
| <i>References</i> you should study to gain the knowledge you need to perform this skill: | <ul style="list-style-type: none"> • Dental Infection Control Program (BUMEDINST 6600.10A) • Dental Technician Volume 1, Chapter 9 and 10 (NAVEDTRA 12572) |
| <i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly: | <p>You can expect questions on the general safety precautions and the procedures for completing operational readiness checks and Level I maintenance for the following CSR equipment, automated washer processors, ultrasonic cleaners, and handpieces. Know each type of sterilizer that may include autoclave, dry heat, chemical vapor, ethylene oxide, and liquid chemical. Other questions you can expect are on completing operational readiness checks and Level I maintenance for the following radiographic equipment, X-ray machines, X-ray chairs, manual and automatic processors, film dryers, film viewers, and film duplicators.</p> |

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| General DT <i>Skill Area</i> | DENTAL EQUIPMENT |
| A <i>skill</i> you are expected to perform from the General Skill Area above: | Perform Level I maintenance on dental laboratory equipment |
| <i>Knowledge</i> you should have to perform this skill: | <p>Identify procedures to perform Level I maintenance on dental laboratory equipment to include the following:</p> <ul style="list-style-type: none"> • Safety Precautions • Infection Control • Operational Readiness Checks • Maintenance |
| <i>References</i> you should study to gain the knowledge you need to perform this skill: | <ul style="list-style-type: none"> • Dental Technician Volume 1, Chapter 11 (NAVEDTRA 12572) • Dental Infection Control Program (BUMEDINST 6600.10A) |
| <i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly: | <p>You can expect questions on the general safety precautions, infection control guidelines, and the procedures for completing operational readiness checks and Level I maintenance for the following dental laboratory equipment, alcohol torches, Bunsen burners, vacuum adapters, bench lathes, laboratory handpieces, vibrators, cast trimmers, and pneumatic curing units.</p> |

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| General DT <i>Skill Area</i> | ADMINISTRATION/LOGISTICS |
| A <i>skill</i> you are expected to perform from the General Skill Area above: | Open, verify, update, and file dental records and open health record forms |
| <i>Knowledge</i> you should have to perform this skill: | <p>Identify procedures used in preparing and maintaining dental records and health record forms to include:</p> <ul style="list-style-type: none"> • Dental Record Jacket • Dental Record Forms • Health Record Forms • Verification of Dental Records • Filing |
| <i>References</i> you should study to gain the knowledge you need to perform this skill: | <ul style="list-style-type: none"> • Dental Technician Volume 1, Chapter 2 (NAVEDTRA 12572) • Manual of the Medical Department, Chapter 6 and 16 (NAVMED P-117) • Navy Dental Treatment Record (BUMEDNOTE 6150) • Department of the Navy Privacy Act (PA) Program (SECNAVINST 5211.5D) |
| <i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly: | <p>You can expect questions on the procedures for preparing, selecting, and completing all the required data blocks and preprinted forms on the dental record jacket. Know the procedures for preparing, arranging, verifying, and updating the following dental or health record forms, NAVPERS 5510/1, Current Status, NAVMED 6600/12, EZ603A, SF603, SF 603A, SF 603A, SF 513, SF 502, SF 509, SF 515, SF 522, SF 600, SF 88, NAVMED 6600/3, DD 877, DD2005, OPNAV 5211/9, NAVMED 6600/4, and radiographs. Know the requirements and procedures for custody, chargeout control, and terminal digit filing of dental records.</p> |

Advancement Handbook for DT3

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| General DT <i>Skill Area</i> | ADMINISTRATION/LOGISTICS |
| A <i>skill</i> you are expected to perform from the General Skill Area above: | Schedule dental appointments, log in patients, and liaison between dentist, staff, and patient to resolve problems |
| <i>Knowledge</i> you should have to perform this skill: | Identify procedures to perform receptionist and clerical duties in the following areas: <ul style="list-style-type: none"> • Scheduling Dental Appointments • Logging in Patients • Patient Contact Liaison |
| <i>References</i> you should study to gain the knowledge you need to perform this skill: | <ul style="list-style-type: none"> • Dental Technician Volume 1, Chapter 2 (NAVEDTRA 12572) • Manual of the Medical Department, Chapter 6 (NAVMED P-117) • Organization Manual for Naval Medical and Dental Treatment Facilities (MTFs and DTFs) (BUMEDINST 5430.7) |
| <i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly: | You can expect questions on the procedures for scheduling and logging in patients for dental appointments to include, priority of care, communication skills, use of the NAVMED 6600/5 or a computerized appointment schedule, appointment card, and the monitoring of a patient register. Know the patient management factors involved in a single contact point, the patient, the health care provider, and the physical spaces in the dental clinic. Know the organization of the treatment facility and the patient contact and liaison procedures to resolve problems. |

Advancement Handbook for DT3

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| General DT <i>Skill Area</i> | ADMINISTRATION/LOGISTICS |
| A <i>skill</i> you are expected to perform from the General Skill Area above: | Conduct patient recall |
| <i>Knowledge</i> you should have to perform this skill: | <p>Identify procedures used to conduct patient recall and associated reports to include:</p> <ul style="list-style-type: none"> • Dental Recall • Automated Information Systems • DIRS/DENMIS |
| <i>References</i> you should study to gain the knowledge you need to perform this skill: | <ul style="list-style-type: none"> • Dental Technician Volume 1, Chapter 2 (NAVEDTRA 12572) • Dental Health and Readiness (SECNAVINST 6600.5) • Manual of the Medical Department, Chapter 6 (NAVMED P-117) • Defense Enrollment Eligibility Reporting System (DEERS) (OPNAVINST 1750.2) • Dental Information Retrieval System (DIRS) Manual (NAVMEDCOM INSTRUCTION 6600.1B) |
| <i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly: | <p>You can expect questions on procedures for preparing and conducting dental recall including the purpose, dental examination requirements, dental classification system, entering and retrieving patient data, treatment rendered, and associated reports. Other questions may include knowing the requirements, beneficiary codes, clinical service treatment codes, MEPRS (UCA) codes, and procedures to complete the Individual Daily Treatment Record and the DIRS Report.</p> |

Advancement Handbook for DT3

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| General DT <i>Skill Area</i> | ADMINISTRATION/LOGISTICS |
| A <i>skill</i> you are expected to perform from the General Skill Area above: | Inspect, stock, and store dental supplies, instruments, and equipment |
| <i>Knowledge</i> you should have to perform this skill: | <p>Identify procedures used to perform dental logistical/supply duties in the following areas:</p> <ul style="list-style-type: none"> • Serviceability Inspection of Supplies, Instruments, and Equipment • Authorized Dental Allowance List (ADAL) • Storing Supplies |
| <i>References</i> you should study to gain the knowledge you need to perform this skill: | <ul style="list-style-type: none"> • Reporting and Processing of Defective or Unsatisfactory Medical and Dental Materiel (BUMEDINST 6710.63A) • Management and Procurement of Authorized Medical and Dental Allowance List Materiel for Fleet Units (BUMEDINST 6700.13G) • Manual of the Medical Department, Chapter 6 (NAVMED P-117) |
| <i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly: | <p>You can expect questions on procedures to procure and inspect dental supplies, instruments, and equipment for serviceability including knowledge of reporting requirements, classification of complaints, and type of codes for suspension from issue and use. Know the requirements and stockage objectives to maintain dental supplies and equipment according to the ADAL. Know the requirements and procedures used to store dental supplies.</p> |

Part 2

Advancement Handbook for DT2

Advancement Handbook for DT2

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| General DT <i>Skill Area</i> | CLINICAL DENTISTRY |
| A <i>skill</i> you are expected to perform from the General Skill Area above: | Perform simple acrylic repair |
| <i>Knowledge</i> you should have to perform this skill: | <p>Identify procedures for simple acrylic repairs on complete and removable partial dentures to include the following:</p> <ul style="list-style-type: none"> • Aligning the fractured parts • Pouring a plaster cast • Applying acrylic resin • Polishing |
| <i>References</i> you should study to gain the knowledge you need to perform this skill: | <ul style="list-style-type: none"> • Dental Technician Volume 2, Chapter 8 (NAVEDTRA 12573) |
| <i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly: | <p>You can expect questions on the material requirements and the repair procedures for a common denture base fracture to include, alignment and stabilization of the fractured parts, blocking out undercuts, preparing a plaster cast, applying the acrylic resin, using a pneumatic curing unit, and polishing techniques. Other questions you should expect are on the material requirements and the repair procedures for a simple denture tooth repair to include: removal of the broken tooth or teeth, selection of replacement denture tooth or teeth, alignment and securing the teeth in their seats, checking occlusion, applying acrylic resin, using a pneumatic curing unit, and polishing technique.</p> |

Advancement Handbook for DT2

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| General ~ <i>Skill Area</i> | ADMINISTRATION/LOGISTICS |
| A <i>skill</i> you are expected to perform from the General Skill Area above: | Track patient recall and transfer dental records |
| <i>Knowledge</i> you should have to perform this skill: | <p>Identify the procedures used to track patient recall and transfer dental records in the following areas:</p> <ul style="list-style-type: none"> • Dental Management Information System (DENMIS) Reports • Dental Recall • Fleet Liaison • Custody of Dental Records |
| <i>References</i> you should study to gain the knowledge you need to perform this skill: | <ul style="list-style-type: none"> • Dental Technician Volume 1, Chapter 2 (NAVEDTRA 12572) • Fleet Liaison Program (BUMEDINST 6440.8) • Dental Health and Readiness (SECNAVINST 6600.5) • Manual of the Medical Department, Chapter 6 and 16 (NAVMED P-117) • Navy Dental Treatment Record (BUMEDNOTE 6150) |
| <i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly: | <p>You can expect questions on the procedures for tracking dental recall to include, dental examination requirements, the dental classification system, collecting, imputing, retrieving, and correcting patient data using DENMIS to generate recall reports. Know the duties and responsibilities of the dental fleet liaison.</p> <p>Other questions you can expect are on the procedures for transferring dental records to include custody and chargeout control, and the policies and procedures for completing the DD 877 and the NAVMED 6150/8.</p> |

Advancement Handbook for DT2

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| General DT <i>Skill Area</i> | ADMINISTRATION/LOGISTICS |
| A <i>skill</i> you are expected to perform from the General Skill Area above: | Implement dental records/reports management programs |
| <i>Knowledge</i> you should have to perform this skill: | <p>Identify the procedures for implementing the dental record and reports management programs in the following areas:</p> <ul style="list-style-type: none"> • DIRS/DENMIS • Narcotics, Alcohol, and Controlled Drug Reports • Infection Control Program |
| <i>References</i> you should study to gain the knowledge you need to perform this skill: | <ul style="list-style-type: none"> • Dental Information Retrieval System (DIRS) Manual (NAVMEDCOMINST 6600.1B) • Manual of the Medical Department, Chapter 6 , 16 , and 23 (NAVMED P-117) • Dental Infection Control Program (BUMEDINST 6600.10A) • Navy and Marine Corps Records Disposition Manual, Chapter 6 (SECNAVINST 5212.5D) |
| <i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly: | <p>You can expect questions on the policies and procedures to compile DIRS and DENMIS reports and implementing, verifying, transferring, and disposal procedures for dental treatment records. Know the policies and procedures for preparing associated reports for narcotics, alcohol, and controlled drugs. Other questions you can expect are on the policies and procedures for the dental infection control program.</p> |

Advancement Handbook for DT2

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| General ~ <i>Skill Area</i> | ADMINISTRATION/LOGISTICS |
| A <i>skill</i> you are expected to perform from the General Skill Area above: | Implement dental records/reports management programs |
| <i>Knowledge</i> you should have to perform this skill: | <p>Identify the procedures for implementing reports management programs in the following areas:</p> <ul style="list-style-type: none"> • Radiation Protection Survey • Quality Assurance (QA) Program • Dental Equipment and Facilities Report • Forms and Reports Management |
| <i>References</i> you should study to gain the knowledge you need to perform this skill: | <ul style="list-style-type: none"> • Radiation Protection Survey and Equipment Performance Test of Diagnostic X-ray Equipment (NAVMEDCOMINST 6470.6) • Quality Assurance (QA) Program (BUMEDINST 6010.13) • Preparation and Submission of Dental Equipment Facilities Report, NAVMED 6750/4 (BUMEDINST 6750.5) • Forms and Reports Management Program (BUMEDINST 5210.9) • Bureau of Medicine and Surgery Equipment Management Manual, Chapter 2, 8, 10, 12, and 13 (NAVMED P-5132) |
| <i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly: | <p>You can expect questions on the policies and procedures for compiling information for the associated reports and programs including radiation protection, quality assurance, equipment, facilities, and forms and reports management. Other questions to expect are on identification and management of dental equipment and supplies.</p> |

Advancement Handbook for DT2

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| General ~ <i>Skill Area</i> | ADMINISTRATION/LOGISTICS |
| A <i>skill</i> you are expected to perform from the General Skill Area above: | Prepare Medical Expense and Performance Reporting Systems (MEPRS) Time Reports |
| <i>Knowledge</i> you should have to perform this skill: | Identify the procedures for preparing the MEPRS time reports: <ul style="list-style-type: none"> • MEPRS (UCA) Codes • Submission |
| <i>References</i> you should study to gain the knowledge you need to perform this skill: | <ul style="list-style-type: none"> • Dental Information Retrieval System (DIRS) Manual (NAVMEDCOMINST 6600.1B) |
| <i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly: | You can expect questions on the procedures for preparing MEPRS time reports to include, identification and proper use of MEPRS (UCA) codes for each work center, FTE (man-month) calculations, reporting unavailable time, and the requirements and procedures for submitting the reports. |

Advancement Handbook for DT2

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| General DT <i>Skill Area</i> | ADMINISTRATION/LOGISTICS |
| A <i>skill</i> you are expected to perform from the General Skill Area above: | Collect and store precious and special dental metals |
| <i>Knowledge</i> you should have to perform this skill: | <p>Identify the procedures for the collection and storage of special dental metals to include the following:</p> <ul style="list-style-type: none"> • Precious Metal Issue • Statement and Inventory of Precious and Special Dental Metals • Precious Metal Recovery |
| <i>References</i> you should study to gain the knowledge you need to perform this skill: | <ul style="list-style-type: none"> • Manual of the Medical Department, Chapter 6 (NAVMED P-117) • Precious Metals Recovery Program (BUMEDINST 4010.3) |
| <i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly: | <p>You can expect questions on completing a precious metal record, and on the procedures for completing the Statement and Inventory of Precious and Special Dental Metals and the duties and responsibilities of the audit board members. You should know the requirements and procedures for storing and recovering precious and special metals to include scrap amalgam, bench grindings from the dental prosthetic laboratory, X-ray fixing solutions, and outdated X-ray film.</p> |

Part 3

Advancement Handbook for DT1

Advancement Handbook for DT1

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| General DT <i>Skill Area</i> | CONTINGENCY ROLE |
| A <i>skill</i> you are expected to perform from the General Skill Area above: | Direct Triage Teams |
| <i>Knowledge</i> you should have to perform this skill: | <p>Identify procedures to direct triage teams to include the following:</p> <ul style="list-style-type: none"> • Site Assessment • Casualty Assessment • Triage • Decontamination |
| <i>References</i> you should study to gain the knowledge you need to perform this skill: | <ul style="list-style-type: none"> • Dental Technician Volume 1, Chapter 13 (NAVEDTRA 12572) • Hospital Corpsman 1&C, Chapter 6 (NAVEDTRA 10670) |
| <i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly: | <p>You can expect questions on site assessment, which include accessibility, safety, and environmental conditions of the casualty site. Know the basic rules for casualty assessment. Other questions you can expect are on the procedures for sorting casualties into groups according to the seriousness of the injuries in both a combat and noncombat situation. You should know the order of priority for rendering first aid and decontaminating casualties. You should also be familiar with the basic plan for sorting and handling contaminated and noncontaminated casualties.</p> |

Advancement Handbook for DT1

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| General DT <i>Skill Area</i> | ADMINISTRATION/LOGISTICS |
| A <i>skill</i> you are expected to perform from the General Skill Area above: | Evaluate Central Appointment Desk Operations |
| <i>Knowledge</i> you should have to perform this skill: | <p>Identify procedures used to evaluate the operations of the Central Appointment Desk to include the following:</p> <ul style="list-style-type: none"> • Appointment Scheduling • Dental Treatment Records • DENMIS/DIRS |
| <i>References</i> you should study to gain the knowledge you need to perform this skill: | <ul style="list-style-type: none"> • Dental Technician Volume, Chapter 2 (NAVEDTRA 12572) • Manual of the Medical Department, Chapter 6 and 16 (NAVMED P-117) • Dental Information Retrieval System (DIRS) (NAVMEDCOMINST 6600.1B) |
| <i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly: | <p>You can expect questions on the procedures for setting up appointments using an automated or manual system. You should know the procedures for opening, verifying, filing, and transferring dental records and associated health record forms. Know the procedures for inputting and retrieving patient and treatment information and creating associated reports using DENMIS. Other questions you can expect are on the procedures in preparing and reviewing the DIRS reports.</p> |

Advancement Handbook for DT1

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| General DT <i>Skill Area</i> | ADMINISTRATION/LOGISTICS |
| A <i>skill</i> you are expected to perform from the General Skill Area above: | Prepare Dental Equipment and Facilities Reports |
| <i>Knowledge</i> you should have to perform this skill: | <p>Identify procedures to prepare Dental Equipment and Facilities Reports to include the following:</p> <ul style="list-style-type: none"> • Purpose • Preparation • Submission |
| <i>References</i> you should study to gain the knowledge you need to perform this skill: | <ul style="list-style-type: none"> • Preparation and Submission of Dental Equipment and Facilities Report, NAVMED 6750/4 (BUMEDINST 6750.5) • Bureau of Medicine and Surgery Equipment Management Manual, Chapters 2, 10, Annex 28 (NAVMED P-5132) |
| <i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly: | <p>You can expect questions on the purpose, reporting responsibilities, and the submission requirements for the NAVMED 6750/4. Other questions you can expect on preparing the NAVMED 6750/4 include, completing applicable items, the Heading, Part I, Part II, Part III, and Part IV. You should know the procedures in identifying equipment and property and the associated condition codes and forms/data to use when preparing the NAVMED 6750/4.</p> |

Advancement Handbook for DT1

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| General DT <i>Skill Area</i> | ADMINISTRATION/LOGISTICS |
| A <i>skill</i> you are expected to perform from the General Skill Area above: | Survey equipment and supplies and dispose of precious and special dental metals |
| <i>Knowledge</i> you should have to perform this skill: | <p>Identify procedures to survey equipment and supplies to include the following:</p> <ul style="list-style-type: none"> • DD Form 200 • Precious Metal Recovery • Disposal |
| <i>References</i> you should study to gain the knowledge you need to perform this skill: | <ul style="list-style-type: none"> • Manual of the Medical Department, Chapter 6 (NAVMED P-117) • Bureau of Medicine and Surgery Equipment Management Manual, Chapter 13 (NAVMED P-5132) • Management and Disposal of Dated Medical and Dental Materiel (BUMEDINST 6710.62A) • Precious Metals Recovery Program (BUMEDINST 4010.3) |
| <i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly: | <p>You can expect questions on the procedures for completing DD Form 200 and associated forms to dispose of excess and nonservicable equipment and supplies. Know the collection, storage, and the administrative procedures for managing excess or dated equipment, supplies, and precious metal items, which include, exposed or outdated X-ray film, photographic film, dental scrap, and recovered silver for turn-in to the servicing DRMO.</p> |

Advancement Handbook for DT1

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| General DT <i>Skill Area</i> | DENTAL PROGRAM MANAGEMENT |
| A <i>skill</i> you are expected to perform from the General Skill Area above: | Coordinate patient contact programs and monitor dental patient administrative programs |
| <i>Knowledge</i> you should have to perform this skill: | <p>Identify procedures used to coordinate and monitor the following programs:</p> <ul style="list-style-type: none"> • Patient Contact • Administrative • Reports Management |
| <i>References</i> you should study to gain the knowledge you need to perform this skill: | <ul style="list-style-type: none"> • Dental Technician Volume 1, Chapter 2 (NAVEDTRA 12572) • Manual of the Medical Department, Chapter 6 and 23 • Report Users' Manual (EDVRMAN 1080#4 UM-01) Enlisted Distribution and Verification • Format and Procedures for Validating the Officer Distribution Control Report (ODCR) (BUPERSINST 1301.40) • Forms and Reports Management Program (BUMEDINST 5210.9) |
| <i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly: | <p>You can expect questions on the monitoring of the patient contact points and the procedures for resolving patient problems using the patient contact programs. Other questions you can expect are on personnel and administrative reports, which include the EDVR, ODCR, and dental recall. You should know the procedures to develop, prepare, and track forms and reports.</p> |

Part 4

Advancement Handbook for DTC

Advancement Handbook for DTC

| General DT <i>Skill Area</i> | CONTINGENCY ROLE |
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| <i>A skill</i> you are expected to perform from the General Skill Area above: | Coordinate contingency and disaster (MEDICAL) preparation plans and billet assignments |
| <i>Knowledge</i> you should have to perform this skill: | Identify procedures used to coordinate contingency role duties to include the following: <ul style="list-style-type: none"> • Preparation Plans • Billet Assignments • Medical Augmentation |
| <i>References</i> you should study to gain the knowledge you need to perform this skill: | <ul style="list-style-type: none"> • Dental Technician Volume 1, Chapter 13 (NAVEDTRA 12572) • Hospital Corpsman 1&C, Chapter 6 • Medical Augmentation Program (MAP) (BUMEDINST 6440.5A) |
| <i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly: | You can expect questions on the preparation, and assignment of qualified personnel, and the augmentation processes when coordinating for a medical contingency or disaster. |

Advancement Handbook for DTC

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| General DT <i>Skill Area</i> | CONTINGENCY ROLE |
| A <i>skill</i> you are expected to perform from the General Skill Area above: | Coordinate Battle Dress Stations (BDS), and Battle Aid Stations (BAS) |
| <i>Knowledge</i> you should have to perform this skill: | Identify procedures used to coordinate contingency role duties to include the following: <ul style="list-style-type: none"> • BDS/BAS • Treatment of Mass Casualties |
| <i>References</i> you should study to gain the knowledge you need to perform this skill: | <ul style="list-style-type: none"> • Dental Technician Volume 1, Chapter 13 (NAVEDTRA 12572) • Hospital Corpsman 1&C , Chapter 6 (NAVEDTRA 10670-C) |
| <i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly: | You can expect questions on the duties and responsibilities of the Battle Dress and Battle Aid Stations. You should know the general mass casualty and triage guidelines for sorting and treating mass casualties. |

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| General DT <i>Skill Area</i> | ADMINISTRATIVE/LOGISTICS |
| A <i>skill</i> you are expected to perform from the General Skill Area above: | Review Statement and Inventory of Precious and Special Dental Metals Reports |
| <i>Knowledge</i> you should have to perform this skill: | <p>Identify procedures for complete and review reports or programs for the following:</p> <ul style="list-style-type: none"> • Statement and Inventory of Precious and Special Dental Metals Report • Precious and Special Metals Program |
| <i>References</i> you should study to gain the knowledge you need to perform this skill: | <ul style="list-style-type: none"> • Manual of the Medical Department, Chapter 6 (NAVMED P-117) • Precious Metals Recovery Program (BUMEDINST 4010.3) |
| <i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly: | <p>You can expect questions on the submission, preparation, and filing requirements for the Statement and Inventory of Precious and Special Dental Metals Report. You should know the duties and responsibilities of the Precious and Special Dental Metals Audit Board. Other questions you can expect are on the procedures for issuing, recovering, storing, inventorying, and disposing of precious and special dental metals.</p> |

Advancement Handbook for DTC

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| General DT <i>Skill Area</i> | DENTAL PROGRAM MANAGEMENT |
| A <i>skill</i> you are expected to perform from the General Skill Area above: | Evaluate Dental Patient /Administration Programs |
| <i>Knowledge</i> you should have to perform this skill: | <p>Recognize procedures used to evaluate dental programs to include the following:</p> <ul style="list-style-type: none"> • DENMIS/DIRS • Dental Record Management • Patient Contact • Dental Liaison • Privacy Act • Quality Assurance |
| <i>References</i> you should study to gain the knowledge you need to perform this skill: | <ul style="list-style-type: none"> • Dental Information Retrieval System (DIRS) (NAVMEDCOMINST 6600.1B) • Manual of the Medical Department, Chapter 6 and 16 (NAVMED P-117) • Healthcare Relations (BUMEDINST 6300.10) • Department of the Navy Standards of Oral Health Care (BUMEDINST 6320.82) • Department of the Navy Privacy Act (PA) Program (SECNAVINST 5211.5D) • Quality Assurance (QA) Program (BUMEDINST 6010.13) |
| <i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly: | You can expect questions on preparing, reviewing, and tracking the DENMIS and DIRS reports and on the evaluation processes for verifying, tracking, and maintaining dental treatment records. Know the processes for evaluating the Privacy Act, Quality Assurance, Dental Liaison, and Patient Contact programs. |

Advancement Handbook for DTC

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| General DT <i>Skill Area</i> | DENTAL PROGRAM MANAGEMENT |
| A <i>skill</i> you are expected to perform from the General Skill Area above: | Coordinate Dental Organizational Performance Improvement Programs |
| <i>Knowledge</i> you should have to perform this skill: | <p>Identify programs to coordinate performance improvement for the following areas:</p> <ul style="list-style-type: none"> • Organizational • Credentials • Preventive Dentistry • Mercury Control |
| <i>References</i> you should study to gain the knowledge you need to perform this skill: | <ul style="list-style-type: none"> • Organization Manual for Naval Medical and Dental Treatment Facilities (MTFs and DTFs) (BUMEDINST 5430.7) • Manual of the Medical Department, Chapter 6 (NAVMED P-117) • Credentials Review and Privileging Program (BUMEDINST 6320.66B) • Adverse Privileging Actions, Peer Review Panel Procedures, and Healthcare Provider Reporting (BUMEDINST 6320.67) • Mercury Control Program for Dental Treatment Facilities (BUMEDINST 6260.30) |
| <i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly: | <p>You can expect questions on the organization of dental treatment facilities and on processes of coordinating collection of credential data and coordinating the Preventive Dentistry and Mercury Control programs. You should know the processes to coordinate the performance improvement program for all dental programs.</p> |

Advancement Handbook for DTC

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| General DT <i>Skill Area</i> | DENTAL PROGRAM MANAGEMENT |
| A <i>skill</i> you are expected to perform from the General Skill Area above: | Coordinate Infection Control Program |
| <i>Knowledge</i> you should have to perform this skill: | <p>Recall the procedures to coordinate the following programs:</p> <ul style="list-style-type: none"> • Infection Control • Infectious Waste • Defective Medical and Dental Equipment |
| <i>References</i> you should study to gain the knowledge you need to perform this skill: | <ul style="list-style-type: none"> • Dental Infection Control Program (BUMEDINST 6600.10A) • Management of Infectious Waste (BUMEDINST 6280.1A) • Management and Disposal of Dated Medical and Dental Materiel (BUMEDINST 6710.62A) • Reporting and Processing of Defective or Unsatisfactory Medical and Dental Materiel (BUMEDINST 6710.63A) |
| <i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly: | <p>You can expect questions on the policies, procedures, and all aspects of the infection control program. You should know the procedures to coordinate all aspects in the management of infectious waste and in the management and disposal of dated materiel. Know the policies and the procedures for reporting defective or unsatisfactory materiel.</p> |

Appendix 1

References Used in This Advancement Handbook

| Rating | Short Title | Long Title | Chapters/ Paragraphs | Stocking Point |
|------------|----------------------------------|--|-------------------------------|------------------|
| DT3 | NAVMED P-5132 | Bureau of Medicine and Surgery Equipment Management Manual | Chap 10 | Note 1 |
| | OPNAVINST 1750.2 | Defense Enrollment Eligibility Reporting System (DEERS) | All | Note 3 |
| | NAVEDTRA 12572 NAVEDTRA 12573 | Dental Technician Volume 1 and 2 | All | Note 1 |
| | SECNAVINST 6600.5 | Dental Health and Readiness | All | Note 3 |
| | BUMEDINST 6600.12 | Dental Health Questionnaire, NAVMED 6600/3 | All | Note 1 |
| | BUMEDINST 6600.10A | Dental Infection Control Program | All | Note 1 Note 2 |
| | NAVMEDCOMINST 6600.1B | Dental Information Retrieval System (DIRS) Manual | All | Note 1 |
| | SECNAVINST 5211.5D | Department of the Navy Privacy Act (PA) Program | All | Note 3 |
| | NAVEDTRA 10669-C | Hospital Corpsman 3&2 | Chaps 4 and 12 | Note 1 |
| | BUMEDINST 6700.13G | Management and Procurement of Authorized Medical and Dental Allowance List Materiel for Fleet Units | All | Note 1 Note 2 |
| | BUMEDINST 6280.1A | Management of Infectious Waste | All | Note 1 Note 2 |
| | NAVMED P-117 | Manual of the Medical Department | Chaps 6, 16, and 23 | Note 5 |
| | BUMEDINST 6260.30 | Mercury Control Program for Dental Treatment Facilities | All | Note 1 Note 2 |
| | BUMEDNOTE 6150 | Navy Dental Treatment Record | All | Note 2 |
| | BUMEDINST 6220.9A | Nosocomial Infection Control Program | All | Note 1 Note 2 |
| | BUMEDINST 5430.7 | Organization Manual for Naval Medical and Dental Treatment Facilities (MTFs and DTFs) | All | Note 1 Note 2 |
| | BUMEDINST 4010.3 | Precious Metals Recovery Program (PMRP) | All | Note 1 Note 2 |
| | BUMEDINST 6710.63A | Reporting and Processing of Defective or Unsatisfactory Medical and Dental Materiel | All | Note 1 |
| DT2 | NAVMED P-5132 | Bureau of Medicine and Surgery Equipment Management Manual | Chaps 2, 8, 10, 12, and 13 | Note 1 |
| | NAVEDTRA 12572/12573 | Dental Technician Volume 1 and 2 | All | Note 1 |
| | SECNAVINST 6600.5 | Dental Health and Readiness | All | Note 1 Note 2 |
| | BUMEDINST 6600.10A | Dental Infection Control | All | Note 1 |

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| | | Program | | Note 2 |
| | NAVMEDCOMINST 6600.1B | Dental Information Retrieval System (DIRS) Manual | All | Note 1 |
| | BUMEDINST 6440.8 | Fleet Liaison Program | All | Note 1 Note 2 |
| | BUMEDINST 5210.9 | Forms and Reports Management Program | All | Note 1 Note 2 |
| | NAVMED P-117 | Manual of the Medical Department | Chaps 6, 16, and 23 | Note 5 |
| | BUMEDNOTE 6150 | Navy Dental Treatment Record | All | Note 2 |
| | SECNAVINST 5212.5D | Navy and Marine Corps Records Disposition Manual | Chapter 6 | Note 3 |
| | BUMEDINST 4010.3 | Precious Metals Recovery Program (PMRP) | All | Note 1 Note 2 |
| | BUMEDINST 6750.5 | Preparation and Submission of Dental Equipment Facilities Report, NAVMED 6750/4 | All | Note 1 Note 2 |
| | BUMEDINST 6010.13 | Quality Assurance (QA) Program | All | Note 1 Note 2 |
| | NAVMEDCOMINST 6470.6 | Radiation Protection Survey and Equipment Performance Test of Diagnostic X-ray Equipment | All | Note 1 |
| DT1 | NAVMED P-5132 | Bureau of Medicine and Surgery Equipment Management Manual | Chaps 2, 10, 13, and Annex 28 | Note 1 |
| | NAVEDTRA 12572/12573 | Dental Technician Volume 1 and 2 | All | Note 1 |
| | NAVMEDCOMINST 6600.1B | Dental Information Retrieval System (DIRS) Manual | All | Note 1 |
| | EDVRMAN 1080#4 UM-01 | Enlisted Distribution and Verification Report Users' Manual | All | Note 6 |
| | NAVEDTRA 10670 | Hospital Corpsman 1&C | Chap 6 | Note 1 |
| | BUPERSINST 1301.40 | Format and Procedures for Validating the Officer Distribution Control Report (ODCR) | All | Note 4 |
| | BUMEDINST 5210.9 | Forms and Reports Management Program | All | Note 1 Note 2 |
| | BUMEDINST 6710.62A | Management and Disposal of Dated Medical and Dental Materiel | All | Note 1 Note 2 |
| | NAVMED P-117 | Manual of the Medical Department | Chaps 6, 16, and 23 | Note 5 |
| | BUMEDINST 4010.3 | Precious Metals Recovery Program (PMRP) | All | Note 1 Note 2 |
| | BUMEDINST 6750.5 | Preparation and Submission of Dental Equipment Facilities | All | Note 1 Note 2 |

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| | | Report, NAVMED 6750/4 | | |
| DTC | BUMEDINST 6320.67A | Adverse Privileging Actions, Peer Review Panel Procedures, and Healthcare Provider Reporting | All | Note 1 Note 2 |
| | NAVMED P-5132 | Bureau of Medicine and Surgery Equipment Management Manual | Chaps 2, 10, 13, and Annex 28 | Note 1 |
| | BUMEDINST 6320.66B | Credentials Review and Privileging Program | All | Note 1 Note 2 |
| | NAVEDTRA 12572/12573 | Dental Technician Volume 1 and 2 | All | Note 1 |
| | BUMEDINST 6600.10A | Dental Infection Control Program | All | Note 1 Note 2 |
| | NAVMEDCOMINST 6600.1B | Dental Information Retrieval System (DIRS) Manual | All | Note 1 |
| | SECNAVINST 5211.5D | Department of the Navy Privacy Act (PA) Program | All | Note 3 |
| | BUMEDINST 6320.82 | Department of the Navy Standards of Oral Health Care | All | Note 1 Note 2 |
| | BUMEDINST 6300.10 | Healthcare Relations | All | Note 1 Note 2 |
| | NAVEDTRA 10670 | Hospital Corpsman 1&C | Chap 6 | Note 1 |
| | BUMEDINST 6710.62A | Management and Disposal of Dated Medical and Dental Materiel | All | Note 1 Note 2 |
| | BUMEDINST 6280.1A | Management of Infectious Waste | All | Note 1 Note 2 |
| | NAVMED P-117 | Manual of the Medical Department | Chaps 6 and 16 | Note 5 |
| | BUMEDINST 6440.5A | Medical Augmentation Program (MAP) | All | Note 1 Note 2 |
| | BUMEDINST 5430.7 | Organization Manual for Naval Medical and Dental Treatment Facilities (MTFs and DTFs) | All | Note 1 Note 2 |
| | BUMEDINST 4010.3 | Precious Metals Recovery Program (PMRP) | All | Note 1 Note 2 |
| | BUMEDINST 6710.63A | Reporting and Processing of Defective or Unsatisfactory Medical and Dental Materiel | All | Note 1 |
| | BUMEDINST 6010.13 | Quality Assurance (QA) Program | All | Note 1 Note 2 |

LEGEND:

Note 1 — To order, MILSTRIP to NAVICP PHILA or via INTERNET
<http://www.nll.navsup.navy.mil>

Note 2 — INTERNET - <http://support1.med.navy.mil/BUMED/>

Note 3 — INTERNET - <http://neds.nebt.daps.mil/>

Note 4 — INTERNET - <http://www.bupers.navy.mil/>

Note 5 — Letter request to: Chief,
Bureau of Medicine and Surgery
Navy Department
Washington DC 20372

Note 6 — Letter request to: Enlisted Personnel Management Center
4400 Dauphine St
New Orleans LA 70159-7900